

Meeting Minutes

[REROUTE – Group 16]

Meeting Minutes

Date: [04/18/2025]

Time: [10:00 am]

Location: [Andrew's House]

Facilitator/Chairperson: [Travis]

Note Taker: [Andrew Pauls]

1. Attendance

Present:

- [Cole Corbett - Developer]
 - [Jordan Wallace - Developer]
 - [Turner Kassie – Scrum Master]
 - [Andrew Pauls – Product Owner]
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2. Agenda Overview

(List key discussion topics in order of the agenda)

1. [Landing Page/Color Changes]
 2. [Final Preparations for Presentation]
 3. [Last minute bug fixes]
 4. [Presentation Practice]
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3. Discussion & Key Points

Topic 1: [Landing Page/Color Changes]

- **Summary:** [Jordan conveyed that Cam and himself preferred a rendition of the original landing page, also preferred a blue theme logo and styling vs. purple]
- **Decisions Made:** [Jordan/Cam to restore the old landing page, modify it, and change the logo to blue from purple. Jordan to edit our presentation slides to be in blue theme rather the existing purple theme.]
- **Action Items:** [1] – Jordan to change logo to blue
[2] – Jordan to change slides to be in the blue rather the purple

[3] – Cam / Jordan to restore the old landing page, cut the old links, push and deploy

Topic 2: [Final Preparations before the Presentation]

- **Summary:** Discussion about last minute changes to slide deck, how to work Cam into the presentation (he got the day of Jury duty last minute), who would do the demo and how the demo was to proceed, what we're wearing, what time we're arriving, etc.
- **Decisions Made:**
 - arriving 45 – 60 mins early for presentation
 - no specific dress code
 - cam doing middleware slide, and demo
 - pricing as a monthly cost based on averages, rather than purely revealed as a pay per compute
 - demo to show landing page, then create account, then add credits, then simple → complex routes progressively, saving reloading, showing the route parameters functionality
- **Action Items:**
 - [4] - Team arriving between 9 and 9:15 on Monday
 - [5] - Team has no formal dress code
 - [6] – Cam to do middleware slides, and demo
 - [7] – pricing slides to change away from per use to SAAS style
 - [8] – Demo to start with overview of landing page, then an account creation, adding of credits, building simple routes, increasing the complexity of routes, saving a route, reloading a route, showing the avoid tolls/ferries/return home functionality, showing the fleet

Topic 3: [Last Minute Bug Fixes]

- **Summary:** Cole, Jordan explained their most recent pushes, Cole described Cam's pushes as he was absent. Cole put in some tests for backend and a bug fix for geographically small routes.
- **Decisions Made:** None, the changes were already made and valid
- **Action Items:** None

Topic 4: [Presentation Practice]

- **Summary:** As a team, we went over our presentation two more times.
- **Decisions Made:**
 - Reduce the amount of time spent discussing 'issues'
 - add more on testing (an additional stand-alone slide)

- Action Items: **[9]** [Tristan not to elaborate beyond the bullet points listed for ‘Issues’]
[10] [Andrew and Travis to work out a ‘Testing’ slide and present it]

4. Action Items & Next Steps

Action Item	Assigned To	Due Date	Status
[Task 1]	Jordan	April 18	complete
[Task 2]	Jordan	April 19	pending
[Task 3]	Jordan / Cam	April 20	pending
[Task 4]	All	April 21	pending
[Task 5]	All	April 21	pending
[Task 6]	Cam	April 21	pending
[Task 7]	Andrew	April 21	pending
[Task 8]	Cam	April 21	pending
[Task 9]	Tristan	April 21	pending
[Task 10]	Andrew / Travis	April 21	pending

5. Additional Notes / Other Business

- Final Meeting, a final once over before presentation
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6. Next Meeting Details

 **Date & Time:** [April 21, 9:15]

 **Location:** [MCJ]

 **Key Topics for Next Meeting:**

1. PRESENTING

 **Minutes Prepared By:** [Andrew Pauls]

 **Meeting Adjourned at:** [12:20 p.m.]